STUDENT TECHNOLOGY STANDARDS
IN COMPUTER SKILLS

It is vital that all students master a proficiency level of computer skills in order that they are able to understand and utilize this important technology of modern society. Moreover, the New Jersey Department of Education has listed certain standards which all students should acquire during their public school education, with the main goal being:

> ***All students will use information, technology and other tools that will lead to educational achievement in programs.***

Because of the significant need for students to master computer skills, a specific listing of student computer competencies has been framed. This listing is based on the overall Department of Education goal, but also reflects all of the Core Curriculum Standards which are likewise mandated and itemized within each standard, the specific task or skills which the student must acquire.

Since students within the Department of Human Services' schools are transient, it is not possible to attribute a grade level for the acquisition of each of these skills. Rather, it is more important to simply pretest each student to determine those levels already mastered and to work from that point to the completion of as many skills as possible during the student's participation in the program.

It is the goal of the Office of Education to make each of its students competitive with all students throughout the world through the mastery of these competencies.

STUDENT TECHNOLOGY STANDARDS

Student Name:_____

Pre-Assessment Date: _____ **Post-Assessment Date:** _____

STANDARD: All students will use information, technology and other tools that will lead to educational achievement.

	Pre Ability Level	Post Ability Level	Comments
A. Students will understand how technological systems function: • The students will list the ways computers are used in society. • The students will state the impact of computers on society. • The students will give a general description of the history of computers. • The students will state the proper ethics regarding use of computer data and software. • The students will identify the parts of a computer (hardware) and explain the care and purpose of each. • The students will demonstrate knowledge of the use of computer in various careers.			

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	Pre Ability Level	Post Ability Level	Comments
B. Students will select appropriate tools and technology for specific activities: • The students will select software, read the accompanying manual and learn how to use it. Students will be able to access the help menu for problem resolution.			

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Pre-Assessment Date: _____   **Post Assessment Date:** _____

STANDARD: All students will use information, technology and other tools that will lead to educational achievement.

	Pre Ability Level	Post Ability Level	Comments
C. Students will demonstrate the skills needed to access and use technology-based materials. • The students will use word processing software. • The students will use the mouse to transfer (copy) files to the hard drive from other media. • The students will save a document to the hard drive. • Print a document. • The students will be able to retrieve a document: i.e., hard drive, disk or other storage device.			

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Pre-Assessment Date: _____ **Post Assessment Date:** _____

STANDARD: All students will use information, technology and other tools that will lead to educational achievement.

	Pre Ability Level	**Post Ability Level**	**Comments**
D. Students will use technology to access and research, through the use of software, the Internet and other resources: • The students will learn what a search engine is. • The students will point their browser to access a search engine. • The students will demonstrate the ability to run a search query. • The students will learn how to utilize resource CDs and other media to search for information.			

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	Pre Ability Level	Post Ability Level	Comments
E. Students will demonstrate the ability to use technology using keyboarding, word processing, spreadsheets, multimedia presentations and printing: • The students will use menu control commands available for application software. • The students will name the parts of a spreadsheet and tell its uses. • The students will learn how to use basic formulas in the spreadsheet. • The students will learn how to insert various graphics into word processing applications. • Students will develop a simple PowerPoint presentation (graphics/word processing).			

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	Pre Ability Level	Post Ability Level	Comments
F. Students will complete assignments through the use of various technology: • The students will be able to identify the appropriate application (word processing, PowerPoint, multimedia) and/or do necessary research using the World Wide Web and CD format. • The students will demonstrate ability to cross applications in completing assignments.			

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	Pre Ability Level	Post Ability Level	Comments
G. Students will create and manage databases: • The students will learn the appropriate use of databases. • The students will develop a simple database. • The students will enter data into a database. • The students will report on data (verbal, word processing) representations.			

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	Pre Ability Level	Post Ability Level	Comments
H. Students will demonstrate the ability to represent data through graphs and charts using technological media: • The students will learn to develop charts and graphs. • The students will explain what their charts and graphs represent.			

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STANDARD: All students will use information, technology and other tools that will lead to educational achievement.

	Pre Ability Level	Post Ability Level	Comments
I. Students will use technology in developing problem solving skills, collection of data and making decisions: • The students will use search engines and computer related information to research and solve a problem.			

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	Pre Ability Level	**Post Ability Level**	**Comments**
J. Students will demonstrate the ability to interpret data and apply to real life situations. • Using a real life situation, the student will explain how technology was useful in resolving and/or supporting an idea or problem.			

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	Pre Ability Level	**Post Ability Level**	**Comments**
K. Students will use e-mail (electronic mail) as a means to contact and respond to others. • The students will demonstrate ability to print web mail. • The students will demonstrate how to save at various locations. • The students will learn to create an address book. • The students will learn how to access addresses. • The students will learn the negative aspects of the Internet and e-mail • The students will learn the appropriate use of Internet and e-mail • The students will discuss problems relating to the increasing use of technology. • The student will learn how to write, send attachments and send E-mail. • The student will learn how to retrieve E-mail(s) and an attachment(s).			

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Pre-Assessment Date: _____ **Post Assessment Date:** _____

STANDARD: All students will use information, technology and other tools that will lead to educational achievement.

	Pre Ability Level	Post Ability Level	Comments
L. Students will be able to print in various formats and applications. • Student will learn how to select printers while in various applications. • Text • Color • Spreadsheets • Jpeg • Gif • Orientation – Portrait vs. Landscape			

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STANDARD: All students will use information, technology and other tools that will lead to educational achievement.

	Pre Ability Level	Post Ability Level	Comments
M. Students will understand the problems associated with Internet connections. • **The student will learn the difference between, dial-up, broadband, cable, and wireless.**			